

**Department of Horticulture and Landscape Architecture
Oklahoma State University
HLA Computing Lab Student Contract**

The **HLA Computing Labs** in Ag. Hall 343 and Ag North 114 are provided for students in the **Department of Horticulture and Landscape Architecture**. It is a privilege to use these facilities. Failure to abide by the following policies will result in the suspension or revocation of the privilege to use these labs.

Each student be admitted into the lab with his/her OSU ID Card. **DO NOT** share your ID with anyone.

NO food or drinks permitted.

Do NOT remove chairs from the lab.

Clean up any mess. Place trash in the waste receptacle.

All supplies for the lab will be provided by the Lab Coordinator.

Save all data to your personal thumb drive. All data will be deleted when you log off.

SENIORITY DOES NOT IMPLY PRIORITY. Computer labs are on a first come first serve basis. Unless a specific class has been scheduled, all HLA students have equal rights to the laboratory equipment.

When the network is down, printing and plotting services are not available.

Leave the doors shut and locked at all times.

Students may print and plot 24 hours a day, 7 days a week. Equipment maintenance, e.g. paper and ink replacement, repairs, etc. will only occur during regular university hours (M-F, 8-5). It is critical to **Log Off** at the end of each session. If you fail to log off, a subsequent person could use your login and you will be billed for their prints. It is your responsibility to log off whenever leaving the HLA Computing Lab. All charges will be billed to your Bursar account.

Monochrome Laser Printing: The first 500 8½" x 11" prints per semester will not be charged. There will be no roll-over of unused pages to a subsequent semester. A charge of \$0.06 per 8½" x 11" laser print in excess of the gratis limit will be charged.

Color Laser Printing: Color Laser prints will be charged at a rate of \$0.60 per 8½" x 11" page and \$1.00 per 11" x 17" page.

Plotter: DesignJet 5500PS, & DesignJet Z6100 rate is \$5.00/linear foot.. Once a job is sent to the plotter, it will be billed for the full document size, even if the job is canceled prior to its completion. Please print draft "plots" to a monochrome laser printer prior to submitting the final job to one of the plotters.

Upon returning a signed copy of this document, your access will be activated within 24 hours. Bring this signed form, along with your student ID to 358 Ag Hall to obtain access. All students will be required to sign a new contract each Fall semester for computer lab access.

I hereby agree to abide by the rules and regulations set forth in this document. I understand that the facility is under recorded video and audio surveillance, and I agree to accept the consequences of violation of any stated policy. I authorize the department to charge my Bursar account for any monochrome prints in excess of 500 per semester and all laser color prints and plots.

Last Name: _____ **First Name:** _____ **MI** _____

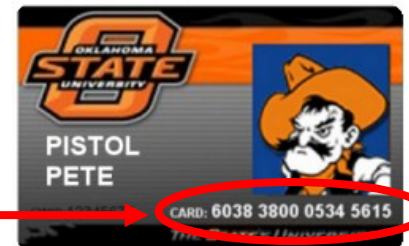
OSU email address: _____@okstate.edu

Okey user name: _____

(This is the short name - You can find this by logging into okey.okstate.edu - you will not have lab access until this information is provided.)

16 Digit OSU ID Card # _____

(This is not the same as your Campus Wide ID (CWID), this is the number printed on your OSU ID Card)



Sign Name: _____ Date: _____

_____ office use

PLEASE PRINT YOUR NAME SO IT IS LEGIBLE

NOTE: Check your default PRINTER before printing.